

# Key Management Capabilities for Administrators

## Moving Up the Career Chain

### Introduction

The purpose of this Course N Carry Key Management Capabilities for Administrators training course is to provide participants with the essential skills required to be an exceptional and motivating manager, as well as to help them comprehend the function of a manager.

Moving into management will probably bring with it new duties and tasks, as well as the need for a whole new set of skills. Aspiring to become a manager is an intimidating yet thrilling experience. You must now learn how to manage successfully and positively since you are also in charge of leading, grooming, and overseeing others. It takes time and effort to acquire the skills required to be a successful manager; it doesn't just happen.

You are probably capable of making this move because you have consistently been your boss's and colleagues' "go to" person. Now, though, is the time to arm yourself with leadership skills. It will be necessary for you to possess the skills of problem-solving, performance management, initiative, and team morale building.

**The participants' skills will be improved by this Course N Carry training course by:**

- A clear understanding of the abilities and methods required for managerial positions
- Acknowledging and employing superior communication abilities
- Recognising individual leadership philosophies
- Putting performance management strategies into practice
- A better knowledge of how to control your emotions, behaviour, and self-assembling driven and productive teams

### Objectives

Participants in this Course N Carry training programme will leave with the skills and strategies needed to transition into management with ease. If they are already in management, the training will help them become more proficient. Delegates will be better equipped to lead and manage teams as well as give their best individual

performances.

### **Following this Course N Carry training session, you will be qualified to:**

- Be able to communicate effectively and clearly at all levels.
- Develop your own leadership abilities.
- Create productive teams and give team members the tools they need by using coaching, mentoring, and delegation.
- Recognise and control your own tension as well as that of your teammates.
- Recognise the essential components of emotional intelligence
- Maintain effectiveness and ongoing development
- Make wiser and more sensible choices.

### **Training Methodology**

This engaging, thought-provoking, and inspirational Course N Carry Key Management Capabilities for Administrators training course makes learning come to life. This training session is delivered through a mix of role plays, conversations, group and individual exercises, and interactive activities. The instructor adds more formal presentations to these exercises.

### **Organizational impacts**

Achieving long-term success requires a business to prioritise improving its leadership and management capabilities. Being a successful manager doesn't just happen; you have to be willing to change and pick up new abilities. Without a doubt, both immediately and over time, effective management and leadership may have a very big impact on performance.

### **Studies on the factors that contribute to great performance in companies have revealed that effective management techniques can:**

- Greatly raise employee engagement levels Promote the financial success and expansion of a company
- Have a major influence on how the public views an organisation overall
- Facilitate increased productivity and sustained commercial success for businesses
- Encourage aspirational employees to become superior supervisors and leaders.
- Always keep staff morale strong.

### **Personal Impact**

By assisting them in developing their managerial skills, the participants in this Course N Carry Key Management Capabilities for Administrators training programme are aware that their employers are making an investment in them. In addition to improving their

performance in their current position, this investment will eventually enable them to take on leadership roles.

**The following will help the participants learn or improve their knowledge and understanding:**

- Show greater assurance in their capacity to inspire employees
- Effectively create strategic work plans, realistic targets, and well-informed judgements
- Clear up misconceptions at work and develop productive connections
- Show off your outstanding communication abilities.
- Feel more confident, which boosts one's self-esteem
- Acquire greater reverence and experience in inspiring their subordinates

## Who should attend?

This training will be beneficial to anyone in an administrative position who is prepared to transition into management.

**A wide spectrum of professionals can benefit greatly from this Course N Carry training course, but they will especially benefit from:**

- Administrators and Supervisors
- Heads of Teams
- Personal Assistants
- Recently Hired Managers
- Anyone seeking to enhance their performance as management already in place
- Senior Administrators looking to improve their prospects for promotion or effectiveness
- Any worker who wants to become more proactive, advance in their role, and assume greater managerial responsibility

## Course Outline

### Day 1

#### Your Managerial Duties

- Self-awareness and Creating Your Own Brand
- The Capabilities and Attributes of a Successful Manager
- Outlining the Functions and Accountabilities of an Efficient Supervisor
- Managing the Shift from Being Managed to Being an Administrator
- Recognising Your Unique Management Styles, Advantages, and Disadvantages
- Gaining Understanding of the Relationship Between Personality and Behaviour

## Day 2

### Speaking with Clarity, Impact, and Integrity

- Acknowledging the Value of Business Networking and Raising Your Profile
- Clear Communication Both Orally and Nonverbally
- Effectively Reacting to Various Communication Styles
- Powerful and Convincing Presentations

## Day 3

### Leading, Motivating, and Managing Teams

- Identifying the Qualities of Successful Teams
- Recognising Team Development
- Techniques for Making Decisions and Solving Problems
- Sustaining Team Morale
- Creating Outstanding Teams

## Day 4

### Performance Management

- Overview
- Overview of High Impact Regular Performance Talks
- Putting Together Successful Meetings
- Setting priorities and making efficient use of time Practical Decision-Making Skills
- Resolving Conflicts: Getting to Win-Win Solutions

## Day 5

### Building Resilient and Emotionally Intelligent Teams

- Handling Pressure and Stress at Work
- Workplace Emotional Intelligence
- Mentoring and Coaching
- Recognising Diversity and Minimising Implicit Bias
- Assessing Your Performance in Light of Goals, Expectations, Assigned Tasks, and Completing Action Plans